



Commandant
United States Coast Guard

2100 Second Street SW
Washington, DC
Staff Symbol: G-WPC-6
Phone: (202) 267-1342
FAX: (202) 267-4580

COMDTINST 12451.3
NOV 5 2001

COMMANDANT INSTRUCTION 12451.3

Subj: COAST GUARD NON-APPROPRIATED FUND EMPLOYEE OF
THE YEAR (NAF EOY) AWARD PROGRAM

- PURPOSE.** This Instruction establishes policy, responsibilities and procedures for the annual recognition of a Non-Appropriated Fund (NAF) employee under a Coast Guard Non-Appropriated Fund Employee of the Year (NAF EOY) Award Program.
- ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directories, chiefs of special staff offices in Headquarters, and Chief, Office of Exchange and Morale shall ensure compliance with the provisions of this Instruction.
- DIRECTIVES AFFECTED.** None.
- DISCUSSION.** The NAF EOY Program recognizes, annually, outstanding achievements by Coast Guard NAF employees for the period 1 January through 31 December. Employees in Pay Band Grades NF 1-3 and Craft & Trade NA employees, who have demonstrated superior job performance are eligible. This includes MWR, CDC, and CGES NAF employees. Nominees should reflect Coast Guard's core values of "Honor, Respect, and Devotion to Duty."
- ELIBILIBITY.** Any Non-Appropriated Fund employee in Pay Band Grades NF3 or below, or Crafts & Trade NA employees who meets the following criteria:

- Has been an employee of the Coast Guard for a minimum of 1 year; and,

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	F	g	h	i	j	k	l	m	n	o	p	q	R	s	t	u	v	w	x	y	z
A																										
B	7	*	*		*	*							*	*				*								
C	*	*		*	*				*		*	*		*												
D				*											*											
E																	15									
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: B:m TISCOM (1); C:a Cape Cod, Miami, Clearwater, Borinquen, Traverse City, San Diego, Astoria (1); C:b North Bend, Port Angeles, Sitka (1 only); C:d St. Louis, Fort Macon, Charleston, Mayport, Miami Beach, San Juan, Galveston, Mobile (1 only); C:e Cleveland, Galena Park, Portland OR (1 only); C:l Rockland, St. Petersburg, Fort Mayers Beach, Cortez, Juneau (1 only); C:k Honolulu, Ketchikan (1 only); C:l San Francisco (1); C:n Staten Island (1)

COMDTINST 12451.3

- b. Has received a rating of “Meets” or “Exceeds” under the Excellence, Achievement Recognition System (EARS) for the period covered by the award nomination.
6. SELECTION CRITERIA. The following criteria will be considered in selecting the award recipient.
- a. Documented consistently outstanding performance.
 - b. Accomplished supervisory or non-supervisory duties in an outstanding manner, setting an example of achievement for others to follow.
 - c. Demonstrated initiative and skill in devising new or improved work methods, and procedures that result in considerable savings in manpower, time, or other items of expense, improved safety and health of the workforce, or increased profitability.
 - d. Demonstrated leadership in performing duties that resulted in improved productivity of the exchange or command, including customer focus, promoting teamwork, and commitment to achieving excellence.
 - e. Exemplifies Coast Guard Core values of “Honor, Respect, and Devotion to Duty”.
7. NOMINATION PROCEDURES. Commandant (G-WPC) shall solicit nominations for the Non-Appropriated Fund Employee of the Year Award, via ALCOAST, in January of each year, with submissions due 1 April. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units, shall submit nominations directly to Commandant (G-WPC) for consideration. Nominations must include the following:
- a. Nominee’s name, title, series, and grade of current NAF position;
 - b. Brief statement of current duties;
 - c. Brief sketch of employment history;
 - d. List of previous honors and awards; and,
 - e. Narrative of the nominee’s outstanding achievement based on specific facts and examples, which clearly show that the achievement was exceptional in accordance with the selection criteria. Nominations shall not exceed two typed pages.
8. REVIEW AND APPROVAL. Nominations received by Commandant (G-WPC) are reviewed for procedural compliance and adequacy of documentation and forwarded to the

NAF Awards Review Panel, which will submit its recommendation to the Commandant (G-WP) by 15 April for final approval.

9. AWARDS. Awardee receives a cash award of \$2,000.00, and a plaque commemorating the honor.

10. RECOGNITION. Each May, the Commandant (G-WP) will announce via an ALCOAST, the Coast Guard NAF Employee of the year.

11. RESPONSIBILITIES.

- a. Commandant (G-WPC) shall administer the Program. Commandant (G-WPX) will provide the cash award to the selected awardee's command for presentation.
- b. Command Officials shall actively promote the NAF EOY and solicit nominations.
- c. Commandant (G-IPA) and Commandant (G-WP) shall publicize the NAF EOY prominently to encourage recognition of and interest in the individuals selected for this recognition.

THOMAS F. FISHER
Acting Director of
Personnel Management